



Create an Invoice	Process an Invoice
<p>Add a new invoice:</p> <ol style="list-style-type: none">1. Select the Billing module and Invoice Search on the navigation bar.2. Click Add Invoice.3. Select a contract and click Select Contract.4. Enter Billing Period dates (required) and Invoice Reference Number field (optional). Indicate whether the invoice is regular or supplemental.5. Click Save New Invoice. <p>Update a Category 1 Line Item:</p> <ol style="list-style-type: none">1. Select an invoice from the search results to access the Invoice Summary page.2. Access the Invoice Summary page.3. Select Personnel Summary in the navigation bar.4. Click Add Personnel Summary. Enter all required information.5. Click Add Personnel Summary. <p>Update a non- Category 1 Line Item:</p> <ol style="list-style-type: none">1. Repeat step 1 from above to access an invoice.2. Access an invoice.3. Click a <u>line item</u> link.4. Enter an invoice amount.5. Click Save Changes to update this line item.	<p>Release an invoice:</p> <ol style="list-style-type: none">1. Access the Invoice Summary page.2. Click Release Invoice. <p>Disapprove an invoice:</p> <ol style="list-style-type: none">3. Access the Invoice Summary page of a released invoice.4. Click Disapprove Invoice. <p>Authorize an invoice:</p> <ol style="list-style-type: none">1. Access the Invoice Summary page of a released invoice.2. Click Authorize Invoice. <p>Tips</p> <ul style="list-style-type: none">• Invoices must be submitted sequentially; if there are no expenses during a billing period, providers must submit a zero balance.• If an organization needs to submit more than one invoice a month, a <i>supplemental</i> invoice can be created.



Track Payment	Invoice Status																		
<p>Search for a Payment Request for Commodity (PRC)</p> <ol style="list-style-type: none">1. Select the Billing module and select Search for PRC on the navigation bar.2. Enter search criteria and click Search.3. Click the <u>Program Name</u> link. <i>The Update PRC page appears.</i> <p>View an Explanation of Benefits (EOB)</p> <ol style="list-style-type: none">1. Select the Billing Module, and select Explanation of Benefits (EOB) in the navigation bar.2. Enter search criteria.3. Click Search.4. Click the <u>Contract Number</u> link. <i>The EOB Summary page appears.</i> <p>View adjudication information for a paid invoice</p> <ol style="list-style-type: none">1. Access the Invoice Summary page.2. Select a program.3. Select a line item. <i>The Line Item summary lists the adjudications, amounts, and status for each line item.</i>	<table><tr><th>This status...</th><th>means the invoice....</th></tr><tr><td>Draft</td><td>Can be edited, deleted or released.</td></tr><tr><td>Ready</td><td>Has been released but not authorized or disapproved.</td></tr><tr><td>Passed</td><td>Has been authorized by the provider and entered the system for adjudication.</td></tr><tr><td>PRC Ready</td><td>Is ready for Program Manager approval.</td></tr><tr><td>PM PRC Approve</td><td>Has been approved by Program Manager.</td></tr><tr><td>ACTG PRC Approve</td><td>Has been approved by Accounting.</td></tr><tr><td>PRC Submitted</td><td>There is a 3 day wait while MMARS processes the invoice.</td></tr><tr><td>PRC Paid</td><td>The EOB is available.</td></tr></table> <p>Virtual Gateway Help Desk 1-800-421-0938</p>	This status...	means the invoice....	Draft	Can be edited, deleted or released.	Ready	Has been released but not authorized or disapproved.	Passed	Has been authorized by the provider and entered the system for adjudication.	PRC Ready	Is ready for Program Manager approval.	PM PRC Approve	Has been approved by Program Manager.	ACTG PRC Approve	Has been approved by Accounting.	PRC Submitted	There is a 3 day wait while MMARS processes the invoice.	PRC Paid	The EOB is available.
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